



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors *[Signature]*
Commissioner, Indiana Department of Workforce Development

THROUGH: Dale Wengler *[Signature]*
Deputy Commissioner, Customer Solutions

DATE: July 11, 2008

SUBJECT: DWD Commissioner's Directive 2008-01
Indiana Department of Workforce Development's Veterans' Incentive Awards
Program Call for Nominations for Performance during Program Year 2007

Purpose

This directive provides guidance and information on nominating persons for the Indiana Department of Workforce Development's Veterans' Incentive Awards Program as established in the Jobs for Veterans Act (Public Law 107-288). The awards are based on performance during Program Year 2007.

References

Title 38, United States Code Section 4112, as amended by Public Law 107-288 and the State Veterans' Program Plan for Program Year 2007

Background

Public Law 107-288 allows states to establish individual performance incentive awards programs for individuals identified as providing quality and exceptional employment and training services to Indiana's veterans. One percent of the state's total veterans' grant budget has been set aside to be used for the incentive awards program. The incentive awards program is intended to motivate employees delivering employment and training services to veterans to seek new and innovative ways to help veterans get the training and placement assistance they need to reach suitable employment.

Eligibility and Award Criteria

It is the expressed intent of Congress that eligibility and selection criteria for performance incentive awards be broad enough in scope to give states maximum flexibility needed to recognize eligible employees who have provided exceptional employment and training services to veterans. Nominees should be individuals who put forth exceptional efforts on behalf of veterans to improve their opportunities for employment. Special consideration should be given to individuals who foster and work to strengthen employment and training partnerships aimed at improving services for veterans.

Eligibility

Individuals eligible to receive incentive awards under this program include Local Veterans' Employment Representatives (LVERs), Disabled Veterans' Outreach Program Specialists (DVOPs), and any WorkOne staff member who provided outstanding employment and training services to veterans in Indiana under an approved service delivery program as defined in Public Law 107-288. Nominees must be individuals and not entities. Federal employees are ineligible to participate in the individual incentive awards program.

Selection Criteria

Award recipients will include four Local Veterans' Employment Representatives, four Disabled Veterans' Outreach Program Specialists and two individuals from the remainder of the state's WorkOne staff who provide employment and training service delivery. Nominations for awards must be based on performance or activities conducted during Program Year 2007 (July 1, 2007 through June 30, 2008).

Both objective and subjective criteria will be used to determine award winners. Selection of winners will not rely solely on numerical or performance data. Consideration over numerical data will be given to individuals who demonstrated outstanding outreach on behalf of veterans who have substantial barriers to employment such as homelessness or records of incarceration. Employee attitude, motivation, suggestions for program improvements, and other positive contributions should be given consideration for nomination. Other suggested nomination criteria may include:

1. Outstanding case management of hard-to-serve veterans
2. Number of direct placements
3. Number of Veterans Affairs Chapter 31 placements
4. Outreach activities to community and veteran service organizations
5. Coordination and partnering efforts
6. Job development efforts
7. Participation in local and state activities where employment and training services are provided to veterans
8. Participation in group related veterans' activities
9. Enhancement of training opportunities for veterans
10. Service to veterans above and beyond the scope of the employee's job description

Nomination Process

Nominations for the Veterans' Incentive Awards program should be limited to one page (8 ½ x 11 paper) per nominee. The nomination shall include the name of the nominee, the nominee's job title, the nominee's office location and phone number, and any numerical data and/or narrative descriptions of accomplishments by the nominee for the program year.

Nominations must be approved and submitted by either the Directors of Operations for Northern and Southern Indiana, a WorkOne manager, Workforce Investment Board Director, Regional Workforce Board Chairperson, Regional Operator or Service Provider Manager. More than one nomination per office may be submitted.

Nominations are to be submitted to the State Veterans' Employment and Training Service (VETS) Coordinator, whose contact information is listed below. Nominations must be received by the close of business on Monday, September 1, 2008 to be considered for the awards.

Selection Process

Indiana's one percent set-aside for individual incentive awards is \$31,150. Distribution of the incentive award money will be allocated in 2008 as follows: a total of ten awards of \$3,000 each, for a total of \$30,000, will be presented. Four awards will be given to Local Veterans Employment Representatives; four will be given to Disabled Veterans Outreach Specialists; and, two will be given to other WorkOne staff that has provided outstanding employment and training services to Indiana's veteran job seekers. After the recommendations have been received, the final selections will be made by a committee made up of the Deputy Commissioner of Policy and Field Operations, and the State Veterans' Coordinator. As required by State of Indiana regulation, the money will be donated to the charity or non-profit organization chosen by the individual awardees. All charitable and non-profit organizations will receive the funds designated for them before December 31, 2008.

These incentive awards will be distributed at a luncheon during the Vetworking 2008 Conference held in Indianapolis on October 10, 2008. The remaining funds of \$1,150 will be used to defray the cost of awardees' family and significant others attending the award ceremony. Any leftover funds will be returned to the U. S. Department of Labor/VETS.

Award winners will be contacted by September 18, 2008. Each recipient will be able to identify the charity of the recipient's choice to receive \$3,000 from the Indiana Department of Workforce Development on the recipient's behalf. Winners will also receive a plaque during the recognition ceremony at the VetWorking 2008 Conference.

Questions regarding the Veterans' Incentive Awards Program can be directed to the State VETS coordinator. We look forward to your participation.

Ownership

State Veterans' Employment and Training Service (VETS) Coordinator
Policy and Field Operations
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, Indiana 46204
Telephone: 317.232.0647
E-mail: JKiser@dwd.IN.gov

Effective Date

Immediately

Ending Date

October 1, 2008

Action

This information should be made available to all WorkOne staff.